



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ADVOCATE SPECIAL INVESTIGATOR

Job Number: 21000903

Job Code: 98190V151016

Job Group: 9800 - LAW

Job Established: 10/16/2015

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Directs, coordinates, and participates in either the investigation of primarily death penalty cases OR the investigation of complex criminal defense cases in conjunction with in-depth and sensitive investigations; performs functional supervision over the agency's safety program; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Three years of experience in law enforcement, general investigation or a related field of investigation plus three years of experience as a Public Advocate Investigator III.

Substitute EDUCATION for EXPERIENCE:

Completion of 54 semester hours at a college or university will substitute for two years of the non-Public Advocate Investigator III experience OR a bachelor's degree from a college or university will substitute for the four years of the non-Public Advocate Investigator III experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license prior to appointment in this classification. Employing agency is responsible for ensuring employee possesses and maintains a valid driver's license.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Plans and performs complex investigative services including the interviewing of clients, witnesses and prospective witnesses, performs background searches, serves subpoenas, prepares exhibits and testifies in judicial, administrative or Personnel Board hearings as required. Prepares and reviews evidence for reports of all inspections and investigations. Primarily handles the most complex investigations including cases where the death penalty is possible in which the Department of Public Advocacy or local attorneys acting under a public advocacy program are involved. Investigates and coordinates medical and mental health investigations of guilt and innocence phase of death penalty cases. Coordinates the work of and advises less experienced Public Advocate Investigators or may coordinate death penalty investigations on a statewide or regional basis. Researches and recommends appropriate case direction in the areas of death penalty investigations and expert investigations and expert witnesses. Teaches proper investigative techniques, scientific methods and ethical standards employed in criminal investigations and death penalty investigations to subordinates. Formulates and recommends operational policies, procedures investigative protocols and training materials in the area of investigation and death penalty representation. Performs functional supervision over agency implementation of safety program strategies, policies and procedures. Uses various means to accumulate statistics that would indicate incident trends and causes. Instructs, trains, and lectures groups on safety requirements. Conducts the most complex, in-depth and sensitive investigations as assigned by an agency head or designee. Interviews employees, managers, executives, contractors, vendors, citizens, and public officials to determine facts to conclude whether or not departmental policies and procedures have been followed or if Kentucky Revised Statutes have been violated. Investigates serious accidents involving agency equipment and/or personnel to determine if policy, procedure, or criminal violations were involved and reports to agency head.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Interviews are often conducted in prisons, low-income housing and unfamiliar or confrontational settings. May work irregular hours due to nature of investigative work. Extensive travel is required

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.